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DIARY  
Special Asst. (Admin.) to DD/I

wednesday, 11 March 1953

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1. Secured from [REDACTED] General Services, certain data and maps pertaining to the present space allocation to the DD/I offices.
2. Obtained from IAS data for January and February pertaining to security violations by offices under DD/I jurisdiction. This information will now be made available on a monthly basis. There were a total of 17 violations for the month of January, including 10 open safes and 7 documents exposed. For February there were a total of 7 violations, including 4 open safes and 3 documents exposed. As soon as the present survey is completed IAS will provide us with information as to the number of safes maintained in each of the offices, in order that the individual office experience may be compared on a "weighted" basis.

3. Requested that O/SI and O/CD provide the Cable Secretary with the names of the individuals concerned to facilitate the routing of teletypes relayed by Hq., USAF, from ATIC-Wright Field.

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4. Provided to [REDACTED] O/DD/A, additional information requested by [REDACTED] relative to film presentations by Graphics Register Division, O/CD. He was advised that requirements placed upon the Graphics Register are reviewed at least every 6 months and that the need for most film presentations is determined by the Graphics Register Division based on current requirements. Specific requests of individuals are honored only when properly authorized by Division Chiefs or higher. It is believed that this information, together with previous information provided, has overcome certain reservations which [REDACTED] had relative to film presentations from the standpoint of proper utilization of employee time.

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5. Made a physical survey with [REDACTED] of Q Building in connection with their additional space requirements.

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